



## INSTRUCTIONS FOR DOE F 4420.2

This form is used by U.S. Department of Energy (DOE) offices and DOE management and operating contractors to loan property which is not excess for short durations to other DOE offices and contractors, other Federal agencies, foreign Government and foreign organizations, and others for official purposes in support of DOE, in accordance with DOE-PMR 109-1.5104.

Block 1: Self-explanatory. Assigned by the lender.

Blocks 2 and 3: Enter Effective and completion dates after DOE headquarters approval.

Block 4: Enter total number of pages in space provided.

Block 5: Enter name, address, and telephone number of DOE office or DOE management and operating contractor.

Block 6: Enter name of organization or agency. May include attention line with name of point of contact.

Block 7: Must be provided. Should refer to the experiment and/or research involved. (If additional space is necessary, attach separate sheet.)

Block 8: Enter applicable support agreement and export license information.

Block 9: Provide all pertinent information.

### Signatory Information:

Accepted By: Type or print name and title of borrower.  
Provide signature and date.

Approved By: Type or print name and title of DOE or  
DOE management and operating contractor  
official. Provide signature and date.

Approved By: Self-explanatory.